

**IT IS THE VENDOR'S RESPONSIBILITY TO CHECK FOR
ADDENDUMS PRIOR TO SUBMITTING PROPOSALS**

REQUEST FOR PROPOSALS SPECIFICATION NO. 03-111

The City of Lincoln, Nebraska intends to contract for and invites you to submit a sealed proposal for professional engineering services related to the project listed and described below:

DESIGN OF VARIOUS ROADWAY INFRASTRUCTURE PROJECTS

Sealed proposals will be received by the City of Lincoln, Nebraska on or before **12:00 noon, Wednesday, April 23, 2003** in the office of the Purchasing Agent, located at Suite 200, K Street Complex, 440 South 8th Street, Lincoln, Nebraska, 68508. **Proposals will be publicly opened, reading only the names of those submitting proposals, at the K Street Complex. Proposal fees will not be disclosed while proposals are being opened.**

A copy of the request for proposal may be obtained from the Purchasing Division web site at:
<http://www.ci.lincoln.ne.us/city/finance/purch/index.htm>
under Bidding Opportunities and Awards.

All communications relative to this work prior to the opening of the proposals shall be directed to the Project Selection Committee Chair, Mr. Thomas Shafer, telephone: 402-441-7711.

Submitter should take caution if U.S. mail or mail delivery services are used for the submission of proposals. Mailing should be made in sufficient time for proposals to arrive in the Purchasing Division prior to the time and date specified above.

REQUEST FOR PROPOSALS
SPECIFICATION NO. 03-111
DESIGN OF
VARIOUS ROADWAY INFRASTRUCTURE PROJECTS

1. PURPOSE AND INTENT

- 1.1 The City intends to retain a professional engineering firm or firm(s) to provide normal and customary preliminary and final engineering design services for construction of the following projects, sections two through six (2-6).
- 1.2 It is the intent to select a firm/s based on qualifications recommended project approach, practical applications which best accomplishes the objectives of each project while incorporating innovative and cost effective methods.
- 1.3 The consultant/s selected shall provide normal and customary design services for these projects to include but not limited too:
 - 1.3.1 Survey
 - 1.3.2 Geometry
 - 1.3.3 Utility plans
 - 1.3.4 Environmental/historical review
 - 1.3.5 Pedestrian/bicycle uses
 - 1.3.6 Aesthetics
 - 1.3.7 Emergency Services
 - 1.3.8 Traffic Signal Plans
 - 1.3.9 ROW/easements
 - 1.3.10 Text legal descriptions
 - 1.3.11 Marking /signing plans
 - 1.3.12 Traffic control plans
- 1.4 All the above shall be in conformance to/with City, State and Federal requirements.
- 1.5 The City will rely on the firm/s to meet an aggressive schedule for all services rendered so as to meet the construction bid and start as specified for each project.
- 1.6 Firm selected will provide Mylar reproducible sets of drawings and CD-ROM CAD files compatible and suitable for transfer to the City's Comprehensive Engineering Information System (CEIS) currently using Microstation, GEOPAK and GIS mapping system.
- 1.7 The City reserves the right to contract for additional services on the below listed projects with a selected firm, or another firm or utilize it's own forces.

2. PROJECT # 701156 SO. 14TH ST./OLD CHENEY RD./WARLICK BLVD., INTERSECTION

- 2.1 The Firm selected will develop this project from it's current conceptual phase through the final design phase with emphasis on safety, capacity, and overall operations.
- 2.2 The limits of the project are identified as; 14th street, approximately 1,000' south of Old Cheney to 3,400' north of Old Cheney;. Old Cheney Road approximately 1,000 ' west of 14th Street to 1,000' east of 14th Street; and Warlick Boulevard, approximately 1,400' south of Old Cheney Road to 1,400' north of Old Cheney Road and the extension of Salt Valley View Road north to Cushman Drive
- 2.3 Bid and construction start up during the spring of 2004.
- 2.4 **See attachments.**

3. PROJECT # 701668 SO. 27TH STREET FROM YANKEE HILL RD. TO SALTILLO ROAD

- 3.1 The firm selected will develop this project from its current two lane rural cross section to the ultimate four plus turn lanes paved cross section with emphasis on safety, capacity and overall operations improvements.
- 3.2 The limits of this project are identified as 27th Street, from approximately 500' South of Yankee Hill Road to Saltillo Road.
- 3.3 Bid and construction start up during the spring of 2005.
- 3.4 **See attachments**

4. PROJECT # 701014 "O" STREET, 3RD TO 9TH STREETS, HARRIS OVERPASS

- 4.1 The structural integrity of the Harris overpass has deteriorated to a point where replacement of this structure is required.
- 4.2 The selected firm shall take this project from the conceptual phase through the final design phase with emphasis on safety, capacity, and overall operations.

- 4.2 The limits of this project are identified as "O" street, from 3rd St. east to 9th Street.
- 4.3 Bid and construction start up during the fall of 2005.
- 4.4 **See attachments**

5. AVAILABLE INFORMATION

- 5.1 Some information is available for review at the offices of the City of Lincoln Engineers office located at 531 Westgate Blvd., Suite 100, Lincoln, Nebraska.
- 5.2 Copies may be furnished for the cost of reproduction, handling, and mailing unless otherwise noted below.
- 5.3 Contact the Project Selection Committee Chair to review or obtain copies.
- 5.4 Current word processing program. WordPerfect, Version 9, for Windows.
- 5.5 CAD format. Bently-Integrat Microstation.

6. REQUIRED SERVICES TO APPLY TO ALL NOTED PROJECTS EXCEPT WHERE MODIFIED HEREIN

- 6.1 Initially meet with City Project Team to review the scope of required services, design criteria and expectations, obtain background information, and establish tentative schedule for completion.
- 6.2 Prepare a preliminary design memorandum which defines in detail the Consultant's and City's mutually agreed understanding of project scope, objectives, and schedule, including budgetary information.
 - 6.2.1 Meet with City staff to review the memorandum for each project.
- 6.3 Review related and pertinent construction drawings of, current operational practices, and current and future uses, quality information, and other related information which may effect design.
- 6.4 Prepare preliminary designs and evaluations to determine the most cost effective and feasible alternatives including: preliminary plans and specifications, layout sketches, lists of key features, estimated project costs, time schedules for construction, outline of interim operations anticipated during construction, etc., and conceptual design criteria to clearly indicate the considerations involved.
- 6.5 Estimated project costs to include construction, engineering, construction management, start-up, and administration costs.
- 6.6 Prepare preliminary design, evaluation, and recommendations information and reports to provide for updating current Facilities Planning documents, as appropriate.
- 6.7 Prepare and submit six (6) copies of preliminary design and studies report, including executive summary, summarizing the evaluations, findings, conclusions, updated opinions of total project costs, recommendation of most feasible alternative, and phasing plans and schedules for implementation in hard copy and / or electronic media.
- 6.8 Coordinate and meet with City project team to: present report, discuss, and recommended alternatives, select alternative for final design, and revise final design memorandum
- 6.9 Prepare reports in computerized word processing and Microstation CAD format acceptable to the City.

7. FINAL DESIGN, BIDDING ASSISTANCE, AND BASIC CONSTRUCTION PHASE SERVICES

- 7.1 Complete final design drawings, technical specifications, and contract documents for bidding and construction of projects in accordance with design memorandums
- 7.2 Prepare all documents in computerized word processing and computer CAD file formats acceptable for transfer and use by City's systems.
- 7.3 Prepare all applications for required Federal, State, or local permits for construction including floodplain permits, 404 permits, storm water permits, NDEQ construction permits, etc., and insure all data is sufficient for receiving such permits.
- 7.4 Submit completed design documents to local regulatory agencies as required and assist City in obtaining approval for improvements from such agencies.
- 7.5 Submit six (6) printed copies and one computerized file copy of final design and construction contract documents and meet with City project team to present and review final design documents.

8. BIDDING ASSISTANCE

- 8.1 Assist City in obtaining bids for construction, including: providing and distributing copies of bidding documents to prospective bidders; coordinating and attending pre-bid meetings, when required; answering all technical questions from prospective bidders; preparing bid addenda as required; reviewing and evaluating bids received; recommending award of contract for construction; and, assisting City in completing and executing Contract Documents as requested.

9. BASIC CONSTRUCTION PHASE SERVICES

- 9.1 Perform normal and customary basic engineering and construction management services during construction, including:
- 9.1.1 Conducting pre-construction and monthly construction progress meetings including: recording and submitting minutes of meetings and reviewing project status and budget reports.
 - 9.1.2 Reviewing and approving all contractor submittals and shop drawings for conformance with contract documents and processing and certifying all contractor requests for payment.
 - 9.1.3 Preparing and processing all necessary construction contract change order justifications and related changes to contract documents as may be necessary.
 - 9.1.4 Conducting periodic field inspections during construction and final inspection to certify that construction is completed in accordance with all contract documents and permits.
 - 9.1.5 Coordinating and/or performing initial start-up and training services required and assembling operational and maintenance manuals for equipment and other related items for the constructed project.
 - 9.1.6 Preparing and providing Mylar reproducible sets of record drawings and CAD compatible drawing files suitable for transfer to the City's computerized engineering and mapping (CEIS) system.
 - 9.1.7 Performing 6-month and 11-month warranty inspections of completed construction to certify compliance with all contract document warranty requirements and review operations for conformance to design.
 - 9.1.8 Conducting operational review and training sessions for specific process changes as requested and submitting written inspection reports.

10. ADDITIONAL CONSTRUCTION PHASE AND OTHER SERVICES

- 10.1 Based on the firm's performance and at the sole option of the City, additional services during the construction phase, such as construction inspection/resident engineering services, shall be reviewed and negotiated at a later time, as necessary.
- 10.2 Other services as requested by the City shall also be reviewed and negotiated at a later time, as necessary.

11. CITY'S RESPONSIBILITIES

- 11.1 Designate project representative and City project team to coordinate work activities of City project team, Consultant, and other affected parties.
- 11.2 Provide pertinent historical, current, and projected flow and growth data for Consultant use.
- 11.3 Make all policy and budgetary decisions so as to allow timely completion of the work.
- 11.4 Supply pertinent existing drawings, records, and available information.
- 11.5 Supply all field books, survey, and diary books for recording data.
- 11.6 Coordinate, arrange, and conduct meetings with representatives of affected agencies as required for completing the work.
- 11.7 Conduct related advertising, bidding process, and award of Contract(s) for construction.

12. SPECIFIC PROJECT INTENT'S AND SERVICES REQUIREMENTS

- 12.1 The resultant designs for each of the projects shall be in conformance with design standards and regulations imposed by federal, state and local agencies such as the Nebraska Department of Environmental Quality (NDEQ), Nebraska Department of Roads (NDR) and the City of Lincoln

- 12.2 Phasing of construction will be needed to provide continuous movement of traffic as well meet budgetary considerations.
- 12.3 Phasing plans and resultant implementation schedules for completing the work by the required dates and in a timely manner to allow for proper reviews by various agencies and developing of final funding adjustments and requirements for all projects.

13. PROPOSAL CONTENTS AND EVALUATION CRITERIA.

- 13.1 Describe and outline the **Firm's Approach** to performing the work required by these projects.
 - 13.1.1 Include implementation plan describing project phases, key work elements to meet critical project dates, and a recommended schedule of meetings to provide for timely input by City project team.
- 13.2 Outline of the **Proposed Project Schedule** to meet the project schedules listed in this RFP shall be included.
 - 13.2.1 Provisions for meaningful input from City project team during the initial project review are essential and shall be addressed.
- 13.3 Delineate the **Project Team and Organization.**
 - 13.3.1 Include names of key individuals to be assigned to, and work directly on, the project.
 - 13.3.2 Describe specific areas and limits of responsibilities for each of the team members and proposed sub-consultants to be utilized.
 - 13.3.3 Include a project team organizational chart showing lines of responsibility and extent of involvement for sub-consultants.
 - 13.3.4 Include resumes for project team members, key individuals, and sub-consultants.
- 13.4 Describe the **Ability of the Firm to Meet the Intent of Required Services** outlined in this RFP, including:
 - 13.4.1 Time availability of team members to meet the tentative project schedule.
 - 13.4.2 Quality Assurance and Quality Control (QA/QC) review procedures to be utilized on this project.
 - 13.4.3 Cost estimating and cost control procedures used by firm on similar projects.
 - 13.4.4 A statement of general qualifications and background experience of the firm and project team members, including sub-consultants in this type of project and work.
 - 13.4.4.1 A comparison to similar projects of similar size and capacity.
 - 13.4.5 Listing of types of anticipated assistance that may be required from the City project team or other City agencies.
 - 13.4.6 Brief list of contacts of former clients (to include contact person, title, and telephone number) for which your firm was engaged with the past five (5) years to perform similar services as described herein.
- 13.5 Provide a description of you Public involvement process.

14. ESTIMATED FEES

- 14.1 Submit your firm's estimate of the proposed fees for services outlined in this RFP for **each individual project** except for project number 4, Harris Overpass in summary and spreadsheet formats including projected hours, hourly rates, and total costs for performing the various elements of the work for each of the projects or combination of projects described in this request.
- 14.2 Submit fees in one separate sealed envelope with the specification number, project name, and your firms name and address clearly marked on the outside of the envelope.

15. EVALUATION CRITERIA

- 15.1 Understanding of the requirements of this project.
- 15.2 Relevance and suitability of the project approach and schedule to meet the needs of the City.
- 15.3 Qualifications and expertise of the key personnel to be assigned to this project.
- 15.4 Background experience of the firm and the project team as it directly relates to this project.
- 15.5 Record of past performance on similar projects.
- 15.6 Comments and opinions provided by references.
- 15.7 Quality and cost control procedures to be used on this project.
 - 15.7.1 Identify personnel responsible for these controls.

- 15.8 Resources of the firm to conduct and complete this project in a satisfactory manner.
 - 15.8.1 Factors to be considered include: current work load (including current work with the City), proposed schedule for completion, and ability and willingness to commit the key personnel.
- 15.9 Clarity, conciseness, and organization of proposal.
- 15.10 NOTE: Proposals will be reviewed, evaluated and ranked (e.g.: 1, 2, 3) in accordance with the City's selection process and procedure.

16. SUBMITTAL PROCEDURES

- 16.1 Submit six (6) copies of your proposal and detailed cost information (spreadsheet format) to the office of the Purchasing Agent, located at Suite 200, K Street Complex, 440 South 8 Street, Lincoln, Nebraska, 68508 **no later than the date stated in the Notice for Request for Proposals.**
- 16.2 The following is a list of attachments which are not part of the Ten (10) page limit.
 - 16.1 A summery description of the firm's history, structure, size and philosophy
 - 16.2 A summary resume/dossier of the key staff to be assigned to the project.
 - 16.3 A list of similar projects the firm has completed and the names, telephone numbers of the contract administrator/s.

17. CONTACTS

- 17.1 Contact regarding the development of a proposal shall be made only with the Project Selection Committee Chair, Mr. Thomas Shafer, Design/Construction Manager, City of Lincoln, 531 Westgate Blvd., Suite 100, Lincoln, Nebraska 68528, cc: Vince M. Mejer, Purchasing, 440 So. 8th St., Lincoln, NE 68508.
- 17.2 Any follow-up conversations with City staff will be directed by the Selection Committee Chair.
- 17.3 Any addenda answering questions or providing clarifications will be sent out by the Selection Committee Chair.

**PROPOSAL
SPECIFICATION NO. 03-111
OPENING TIME: 12:00 NOON
DATE: April 23, 2003**

The undersigned SUBMITTER, having full knowledge of the requirements of the City of Lincoln for the below listed items and the contract documents (which includes Request for Proposals), Instructions, this Proposal, Specifications, Contract, and any and all addenda) and all other conditions of the Proposal, agrees to enter into a contract with the City for the below listed items for the performance of this Specification, complete in every respect, in strict accordance with the contract documents at and for fees listed below.

**THE REQUIREMENTS FOR: PROFESSIONAL ENGINEERING SERVICES
FOR THE FOLLOWING PROJECTS**

<u>PROJECT</u>	<u>ESTIMATED FEES</u>
<u>PROJECT # 701156 SO. 14TH ST./OLD CHENEY RD./WARLICK BLVD., INTERSECTION:</u>	
	\$ _____
<u>PROJECT # 701668 SO. 27TH STREET FROM YANKEE HILL RD. TO SALTILLO ROAD</u>	
	\$ _____

Notes: 1. Submitters may provide Estimated Fees for any one or combination of the above projects noted above.

The undersigned signatory for the firm represents and warrants that he/she has full and complete authority to submit this proposal to the City, and to enter into a contract if this or portions of this proposal are accepted.

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**RETURN SIX (6) COPIES OF YOUR RESPONSE TO THIS RFP AND
SUPPORTING MATERIALS AND ONE (1) FEE PROPOSAL IN A SEPARATE
ENVELOPE.**

MARK OUTSIDE OF ENVELOPE AS FOLLOWS: RFP 03-111

COMPANY NAME

BY (Signature)

STREET ADDRESS or P.O. BOX

(Print Name)

CITY, STATE ZIP CODE

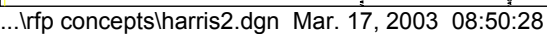
(Title)

TELEPHONE No. FAX No.

(Date)

EMPLOYER'S FEDERAL I.D. NO.
OR SOCIAL SECURITY NUMBER

ESTIMATED DELIVERY DAYS



CONCEPT OF S. 14TH ST. WARLICK AND OLD CHENEY RD. INTERSECTION

